Crafton Hills College
Planning and Program Review Committee
Minutes

Date: May 1, 2017
Time: 3:00 PM – 4:45 PM
Location: LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Dianne Purves	N	Rebeccah Warren-Marlatt	Y
Co-Chair: Patricia Menchaca	Y	Karen Peterson	Y	Meridyth McLaren	Y
Tom Bryant	Y	Ben Gamboa	Y	Stashia Robbins (Student)	N

Committee Charge

The charge of the Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the institution. Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college-wide planning process. The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process.

TOPIC	DISUCUSSION	FURTHER ACTION
1.0 Effective, Efficient and Transparent Processes The College operates through effective processes and structures. All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined…		
• Review the minutes from April 10, 2017 (5 minutes)	Minutes were approved as written.	
• Provide update on prioritization of objectives, President's Memo, and PPR survey (15 minutes)	Keith reviewed the status of the process for the objectives and President's Memo. Also, reviewed the number of respondents who completed the survey and discussed reminding people at the Academic Senate meeting.	Rebeccah is going to review process with the President.
• Review the prioritized changes from 2015-2016 as well as suggested new changes (60 minutes)	The committee reviewed 8 possible suggestions for improvement. 1. To help meet the College Recommendation1.3 and ACCJC standards, "Demonstrate that resource decisions are based on student learning assessment results" add drop down on actions/objectives (Q9) where user would state whether action/objective was generated because of outcomes assessment results. Committee decided to add the following question to each objective: Is this objective the result of your SLO, PLO, or ILO findings? (This does not affect prioritization.) Yes or No. 2. Suggested removing the Edit Progress and Goals from initial menu and adding to Edit Text for Plan so that when working on Edit Text for plan the questions are not missing, but the link to edit the questions are there. This will be less confusing for users. Committee agreed to adding questions 8 and 9 to where the texts for the plan are edited as well as the other changes listed below: • Change Edit texts for plan to **Edit Annual Plan or Four Year Program Review** • Also change "Edit supporting documents for plan" to **"Attach supporting documents for annual plan or four year program review"** • Instead of "Plan" Change **Edit Plan** to **"Edit Annual Plan or Four Year Program Review"** 3. Revise the course success and demographic dashboards to include student equity targets if possible. Will move forward with this with	

	current Equity data. Keith will work on re-writing questions and re-doing BORG Cubes.	
	4. Work with Trelisa from the District to see if she has any suggestions for making the web tool more user-friendly. Committee discussed looking at the spacing. Is there a way to take the picture of the entire outline at ounce? Programs start with objectives or how to address a problem and not the goal first. Can write the objectives and then develop the goal. This can be a part of training.	
	5. Discuss the possibility of prioritizing resources. Currently, the PPRC prioritizes objectives that may have multiple resources. **All resource requests are connected goals and objectives.** Talked about looking at and prioritizing objectives only. The committee does not look at resources and the budget committee prioritizes resources. If Budget Committee priorities resources, should PPR require programs to prioritize resources? Need to define resources that go in program review and those that don't. Need to develop basic guidelines for resource allocation. Only do program review for a certain pot of money. Figure out fixed costs for institutions. Also, discussed categories of Student Services, Instruction, President's Area, and Administrative Services. Need to continue discussion. No agreement on approach. Discussed focusing on objectives and not resources when doing the prioritization. Leave the funding piece to someone else.	
	6. Revise the outcomes assessment question to address the ability for programs to evaluate progress on their program level outcomes. Currently, there is no place for programs to develop action planning for their program level outcomes. The committee agreed to this change where the respondents have the question about the courses in the annual plan and PLOs in the four-year program reviews. See prioritized PPRC Changes to view change.	
	7. To help align planning at the college and the District, add a flag in resource requests that would identify a resource request as a request for the District. Maybe make a Budget Committee requirement. They would determine if District request instead of people completing program review. The committee agreed to have both the user and the Budget Committee do it.	
	8. Improve the quality of objectives by setting it up so users have to fill in the blank. Don't move forward with this yet. Explore adding fill in the blank as examples. Or Step 1 pick direction of change, etc.	
• Discuss process for adding programs to program review. What is a program? (30 minutes)	The committee moved this to the May 8, 2017 agenda.	
• Discuss plan for reviewing questions	Keith briefly discussed that this item would be placed on agenda for May 8, 2017.	

and rubric items after receive results from survey (5 minutes)		

2.0 Inclusiveness

The College and its structures and processes are characterized by inclusiveness, openness to input, and respect…

• Other Items (5 minutes)	• Discuss process for adding programs to PPR – What is a program? • Adding a flag in program review that identifies district request • Left Lane Annual Plan • Full timers from instruction- programs disadvantaged? • Add Diversity to our document. • Alternative data measures • Discuss word count • Revisiting questions for clarity • Review all rubric questions and ensure question include the rubric information • Revise the Document Quality rubric. Did program answer the entire question? • Explore different web tools for program review • Explore connecting outcomes assessment proposed actions to program review action plan • Discuss adding frequently made mistakes	

3.0 Best Practices for Teaching and Learning

Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement

Adjournment

Mission Statement	**Vision Statement**	**Institutional Values**
The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.